Application > Complete online
- Go to www.gonzaga.edu/macc, click on “Prospective Students” link and then “Apply Now!”
- Submit answers to the three essay questions in 150 words or less per question.
  1. What matters most to you and why?
  2. What are your short-term and long-term career objectives?
  3. Why Gonzaga?

GMAT > The GMAT is required for admission
- 1-800-GMATNOW or www.mba.com for information.
- On the day of the test, request that your scores be sent to the corresponding Gonzaga MBA or MAcc program to which you wish to apply:
- It is recommended that you schedule the exam at least one month in advance to allow for registration and exam prep.

Confidential Recommendations > Request two letters of recommendation
- Confidential recommendation forms are available online with application materials. NOTE: The letter of recommendation form is a fillable PDF form.
- Recommendation forms must be mailed directly to the Graduate School of Business in a sealed envelope from your recommender, emailed from a professional email address or faxed.
- The recommender may write a letter instead of filling out the form, or do both.
- Letters are to come from professors, supervisors, managers, etc. Character references are not accepted (i.e. letters from family members, friends of family, neighbors, etc).

Transcripts > Request and Submit Transcripts
- If you are a GU undergraduate, you do not need to request your transcripts, we do it automatically.
- On your application please list all colleges attended even if you took only one course.

Professional Resume > Update your resume
- Update your resume so that all information is accurate.
- Your resume can be submitted electronically to chatman@gonzaga.edu.

When to Apply > You can apply for Fall, Spring or either Summer Semester
- Students may be admitted to the program prior to the start of any semester.
- Note: You can’t start class until you reach senior status.

Important Application Deadlines > Applications must be completed & submitted by the following dates.
- Fall - August 1st
- Spring - December 15th
- Summer 1 - April 15th
- Summer 2 - June 1st

Questions? Contact Us.
Regarding the MAcc program or courses: Dr. Gary Weber (MAcc Advisor), weber@jepson.gonzaga.edu
Regarding the application process: Stacey Chatman, chatman@gonzaga.edu
PHONE: 509-313-7044 or 800-986-9585 ext. 7044
FAX: 509-313-5811
GENERAL EMAIL: mbamaccws@gonzaga.edu
WEBSITE: www.gonzaga.edu/macc

Gonzaga University Graduate School of Business
Application Guide & Checklist for MAcc 3/2

2/10